



Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 06-3
EFFECTIVE DATE: November 21, 2005

SUBJECT: REVISED WEATHERIZATION ASSISTANCE PROGRAM APPLICATION INSTRUCTIONS AND FORMS

PURPOSE: To issue the revised Application Instructions and Forms for the Weatherization Assistance Program for Low-Income Persons (Weatherization) for use by the States.

SCOPE: The provisions of this guidance apply to all grantees applying for financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program for Low-Income Persons.

BACKGROUND: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the Weatherization Assistance Program for Low-Income Persons. All grant awards made under this program shall comply with applicable law, including regulations contained in 10 CFR Part 440, (issued February 1, 2002), and other procedures applicable to this regulation as DOE may, from time-to-time, prescribe for the administration of financial assistance.

The President's Management Agenda states: Agencies will allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common website, simplifying grants management and eliminating redundancies in the same way as the single procurement portal will simplify purchasing. The Grants.gov program will produce a simple, unified storefront for all customers of Federal grants to electronically find opportunities, apply for and manage grants. It will facilitate the quality, coordination, effectiveness and efficiency of operations for grant makers and grant recipients. It is now expected that Grants.gov will be available for Weatherization grantees to submit applications for the Program Year 2007 funding cycle. Grants.gov will be the subject of sessions at the 2005 National Weatherization Training Conference, December 11-14, 2005, in Atlanta, Georgia. DOE and its Regional Offices will continue to keep the States informed of the status of the system, seek input from the network, as appropriate, and provide training as it becomes available.

PROCEDURES: This application instructions and forms package is to be used by all State agencies applying for grants administered by the Department of Energy's Office of Weatherization and Intergovernmental Program through DOE's Regional Offices, under the Weatherization Assistance Program for Low-Income Persons.

The Annual File, which contains the grant application components that change annually (e.g., budget, production schedule, training and technical assistance activities, etc.), will continue to be submitted to the applicable DOE Regional Office. The On-File Information, which contains the application components that generally remain unchanged from the previous year (e.g., the state's climatic conditions, the extent to which priority will be given to the weatherization of single-family or other high energy consuming dwelling units, etc.), will remain at the state and will be monitored by Regional Office staff during routine monitoring visits. States must maintain up-to-date information, consistent with the program guidance, on file at the State office that demonstrates how the State continues to meet the minimum program requirements. **However, if a state initiates changes to items that are part of the On-File Information, those changes must be captured in the Annual File under section II-10 Adjustments to On-File Information.**

A checklist, which applicants should use to cross-reference 10 CFR 440 rules sections to grant application components, is provided in Section 1.3, Location of Grant Application Components of the application package. This checklist can also be used to determine if a particular grant application component belongs in the Annual File or in the On-File Information maintained at the State.

Following is a list of the main changes to the Package. Besides the changes outlined below, other edits, such as page number and section number changes and clarifying language were also made.

Changes to the Annual File

As part of the Grants.gov process the Application for Federal Assistance, Standard Form (SF) 424, Version 9/03, is expected to be changed effective December 1, 2005. It will be replaced by Standard Form 424, Version 02, OMB Number: 4040-004, Expiration Date: 07/31/2006. This is the only Grants.gov change that affects the Weatherization application process for Program Year 2006. The changes to the form are as follows:

- ☐ Item 1 - Type of submission (options changed)
- ☐ Item 5.a - Federal Entity Identifier (new)
- ☐ Item 8.d - Applicant Street 2 (new – but we already have it)
- ☐ Item 8.d - Applicant Province (new – but we don't need it)
- ☐ Item 8.f - Applicant Contact Title (new)
- ☐ Item 8.f - Applicant Contact Organization Affiliation (new)
- ☐ Item 9 - Type of Applicant - Applicant 2 and Applicant 3 (new – now 3 possible selections but we are only using 1)
- ☐ Item 12 - Funding Opportunity number (new – but same as solicitation number, which is already required)

- ❑ Item 12 - Funding Opportunity Title (new)
- ❑ Item 13 - Competition Identification Number (new)
- ❑ Item 13 - Competition Identification Title (new)
- ❑ Item 16 - Ability to attach an additional list of Congressional Districts (new - but we are keeping the current WinSAGA processing)
- ❑ Item 20 - Applicant Federal Debt Delinquency Explanation (expanded field size)
- ❑ Item 21 – I Agree checkbox (new)
- ❑ Item 21 - Authorized Rep Fax Number (new)
- ❑ Item 21 - Authorized Rep Email (new)

In addition, one item from the old SF424, Item 2 - Date Submitted, was dropped from the new form.

Changes to the On-File Information

- Section IV.4 Reporting, Quarterly reporting forms, Page IV-6, Item (3) Federal Cash Transaction Report, Standard Form 272 (Revised 7-97), is no longer required.

Changes to Section VI. Reporting Checklist

- Reporting Checklist, Page VI -1, reference to Quarterly Reporting, the Federal Cash Transaction Report, Standard Form 272, is deleted.

Changes to Reports

OMB Control Number 1910-5127, Expiration Date: 6-30-08 was added and applies to all programmatic forms used in Weatherization - - the Weatherization Annual File Worksheet, the Weatherization Assistance Program Subgrantee Information form, Quarterly Program Report, and the Annual Reporting of Training, Technical Assistance, Monitoring and Leveraging Activities.

- Page VI – 9, Federal Cash Transaction Report, which is no longer required, is deleted.
- Quarterly Program Report, Section II. Grant Production – Section D, Leveraged Units, was changed from “(units completed with other funds that are not included in DOE budget, any part of the definition of a DOE unit has been met)” to “(units completed with other funds that are not included in DOE budget.

SUMMARY

This edition of the Application Instructions and Forms package is hereby issued for use in Program Year 2006. The complete package and forms are available on the National Energy Technology Laboratory (NETL) website at www.netl.doe.gov/business/weatherization/forms-weatherization.html.

The Grants.gov effort continues to be an on-going process. DOE will continue to provide updates to the States on Grants.gov as they become available. DOE Regional Office Weatherization Program Managers and Headquarters Weatherization staff will use every opportunity to provide training on the application instructions and forms.

A handwritten signature in black ink that reads "Ja R Powell". The signature is written in a cursive, slightly informal style.

James R. Powell
Acting Program Manager
Weatherization and Intergovernmental Program
Energy Efficiency and Renewable Energy

Enclosure: Application Instructions and Forms